

**OFFICE ASSISTANT  
602**

**DEPARTMENT:** Community Services/Colonial Community Corrections (CCC)

**NATURE OF WORK:**

This is clerical office work which is highly procedural in nature.

Work involves performing varied tasks in which a set sequence of guidelines is applied to the processing of data, forms, and records and/or the typing of such material. Work is performed under continuing supervision and is reviewed through observation and results obtained.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Acts as a receptionist; ascertains nature of contact; provides information related to unit's policies, practices, and/or regulatory guidelines of a routine nature; distributes phone calls; directs visitors.

Types correspondence of a routine nature from written drafts. Performs data entry of a variety information to set up, update, and maintain automated files.

Sets up and maintains manual filing systems.

Assists citizens and/or employees in the completion of standard forms; gives related information.

Processes reports, forms, payments, billings, or other similar material; examines for accuracy and completeness; notes discrepancies; and consults with supervisor or other employees, as appropriate.

Sorts and delivers intra-agency and U.S. mail; sorts, meters, and batches outgoing mail; prepares packages and bulk materials for mailing; interprets postal lists and other mail services as required.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties performed in an office environment. Operates computer keyboard, telephone, typewriter, fax machine, and copy machine.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of standard office practices and procedures.

Some knowledge of business English, grammar, and arithmetic.

Ability to follow verbal and written instructions.

Ability to operate office equipment in performance of duties.

Ability to make simple mathematical computations.

Ability to perform a variety of clerical work requiring some exercise of judgment.

Ability to work under pressure and to meet deadlines.

Ability to prepare simple reports.

Ability to maintain and secure confidential materials.

Ability to establish and maintain effective working relationships with employees and the public.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, and one year of experience in general clerical work; or any equivalent combination of education, training, and experience providing the knowledge, abilities, and skills cited above.